

REHABILITATION NURSES SOCIETY

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PROFESSIONAL CODE OF REHABILITATION NURSE CASE MANAGER

DEFINITION OF REHABILITATION NURSE CASE MANAGEMENT

This form of rehabilitation nursing is the application of principles and procedures and coordination of services for the promotion and restoration of optimum health to the maximum realistic capacity of persons disabled through either injury or illness.

The Rehabilitation Nurse practices under the code of Ethics of the Licensed Professional Nurse. In particular, he/she does not compromise this responsibility by investigating claims.

STATEMENT OF FUNCTION FOR REHABILITATION NURSE CASE MANAGERS:

Not all nurses will carry out all functions enumerated. The policy of the employing agency will determine which functions are included in a particular program. However, they should not exceed the spirit of this outline.

I. IDENTIFICATION:

- A. Reviews the referred file.
- B. Interviews and evaluates patient and/or family regarding:
 - 1. Nature of disability;
 - 2. Current and past medical history;
 - 3. Present medical and treatment plans;
 - 4. Marital and dependent plans;
 - 5. Financial situations;
 - 6. Home Environment;
 - 7. Employment History;
 - 8. Education and vocational background;
 - 9. Hobbies and skills;
 - 10. Attitudes, behavior patterns, and life-style; and
 - 11. Possible realistic goals.

- C. Discusses with treatment team the goals for the patient in relation to medicine and rehabilitation.
- D. Identifies applicable community resources.

II. INTERPRETATION AND COORDINATION:

- A. Contacts persons involved as needed.
- B. Coordinates rehabilitation activities of the various medical and paramedical specialists treating the disabled. Assists in directing the treatment.
- C. Provides families with information, support, and encouragement which may help them adopt attitudes and practices that promote health. Arranges referrals and communicates pertinent family information to the agencies.
- D. Visits areas of various contacts, including private home, Health Care facilities, doctors' offices, vocational counselors' offices, vocational workshops/evaluation centers, employer premises and job sites.
- E. Facilitates and monitors individual treatment/rehabilitation programs with input from all parties.
- F. Arranges for home care according to the therapeutic plan which is based on patient's needs.
 - 1. Provides requested equipment by rental, purchase, or by improvisation.
 - 2. Discusses with the therapist the specific patient exercises and activities which will facilitate progress.
- G. Acts as liaison with the employer, doctor and examiner to coordinate the patient's return to regular, modified, or alternate work at the earliest possible time within his/her medical restrictions or limitations of his/her injury.
- H. Coordinates vocational services when indicated.

III. DOCUMENTATION:

- A. Observes and evaluates the patient's physical and emotional response to treatment.
- B. Submits verbal and written reports describing patient progress as a result of rehabilitation activities and team recommendations.

ARTICLE I

NAME

The name of this organization shall be The Rehabilitation Nurses Society.

ARTICLE II

PURPOSE

It shall be the purpose of this organization to:

1. Constitute the professional organization of nurses engaged in the practice of rehabilitation nurse case management.
2. Maintain the honor and character of the nursing profession.
3. Improve community health by bettering nursing service to the disabled.
4. Develop and promote standards for rehabilitation nurse case managers.
5. Stimulate interest in and provide a forum for the discussion of problems in the field of rehabilitation nurse case management.
6. Provide continuing education that is focused on the field of rehabilitation and case management. The evidence based education should be a forum for learning about current issues and clinical trends that affect the practice of rehabilitation nursing.

ARTICLE III

MEMBERSHIP

Section 1. Classes and Eligibility

The membership of this organization shall consist of the following:

a. Voting Members

A currently registered professional nurse who has met membership requirements.

b. Associate Members

Those who are interested in case management but are not eligible for voting membership status.

c. Honorary Members

Individuals who through their supportive efforts have assisted the organization.

Section 2. Election to Membership

- a. Written application shall be made for membership in this organization.
- b. Membership shall be conferred upon approval of the application by a majority vote of the Board of Directors or upon approval of the designee of the Board of Directors, usually the Member-At-Large.
- c. Election of Honorary members shall be by the Board of Directors. It will be for a 2-year term.

Section 3. Dues

a. Amount of Dues

- (1) The Annual Dues for members shall be \$50.00. The Dues are waived for Board Members since these are volunteer positions.

b. Payment of Dues

- (1) Dues of all members shall be paid to this organization on or before the first day of January in each year. Dues received at the December meeting will apply to the following year of membership. Those who have not renewed their membership by the 31st of January will be considered non-members and must pay non-member fees for attending meetings.
- (2) Dues paid after January 31 will not be prorated and will be valid for that calendar year only until December 31.

Section 4. Rights, Privileges and Responsibilities

- a. All voting members shall have full rights and privileges of members including the right to vote, hold office, and act as committee chairperson.
- b. Associate Members shall have only those privileges specifically conferred upon them by these By-Laws. They may attend membership meetings at which they may be heard but shall not vote. They shall not be eligible to hold office except that they may be appointed to committees, but not act as a chairperson.

- c. All members will:
 - 1. Receive RNS newsletters.
 - 2. Receive meeting registration discounts.
 - 3. Be included in Membership Directory or subsequent supplement.
 - 4. Receive written confirmation of membership.
- d. Monthly meeting registration fees will be waived for Board Members since these are volunteer positions.

Section 5. Forfeiture and Reinstatement of Membership

a. Non-payment of Dues

Any member who has not paid their dues on or before the 31st of January in any year shall automatically forfeit their membership.

- b. A member who allows membership to lapse may be reinstated after payment of dues.

**ARTICLE IV
MEMBERSHIP MEETINGS**

Section 1. Annual Meetings

There shall be an annual meeting of this organization, usually held in October.

Section 2. Regular Meetings

There shall be a minimum of eight (8) regular meetings per calendar year. The specific day shall be determined by the Board of Directors.

Section 3. Special Meetings

Special meetings of this organization may be called by the President and shall be called by her/him upon request of one-tenth of the voting members.

Section 4. Notices

Notices of all meetings of the membership shall be mailed not less than ten (10) days and not more than forty (40) days before the date of the meeting.

Section 5. Quorum

A quorum of any membership meeting of the organization is achieved when a majority of the voting members, including two (2) officers, one of whom shall be the President or Vice President, is present.

ARTICLE V

BOARD OF DIRECTORS

Section 1.

The affairs, business, government, and management of this organization shall be vested in a Board of Directors.

Section 2. Number of Directors

The Board of Directors shall consist of a President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Past President, and Member-At-Large.

Section 3. Nominations

- a. The Chairperson of the Committee on Nominations shall be nominated and elected by the voting members by the March meeting *in the election year*. The Chairperson is to designate two (2) other voting members to serve on the Committee. The Committee of Nominations shall be composed of three (3) voting members.
- b. The Committee on Nominations shall nominate candidates for the Board of Directors. Voting members shall be requested to submit names of candidates for each elective position. By the July meeting, or at least sixty (60) days before the October meeting, the Committee shall present a tentative ballot at which time voting members are to be requested to make nominations from the floor. From among the candidates suggested, the final ballot will be prepared.
- c. At least forty (40) days before the October meeting, a ballot, together with an envelope bearing the word "Ballot," shall be mailed to each voting member whose names appear on the list of Voting Members which is kept updated by the Member-At-Large and/or the Corresponding Secretary. A biography and qualifications of each candidate shall accompany the ballot.

- d. The consent of all persons whose names are on the ballot is to be secured by the Committee on Nominations.

Section 4. Elections

The Board of Directors shall be elected by ballot. A plurality of the valid votes cast shall elect. In the event of a tie vote the newly elected Board of Directors shall select one of the tied members to fill the office.

- a. The ballot, when marked according to the directions printed thereon, shall be sealed in the envelope marked "Ballot;" this envelope shall be enclosed in another envelope addressed to the Chairperson of the Nominating Committee, with the voter's name and address listed on the upper left-hand corner, and returned.
- b. The Nominating Committee shall check the eligibility of the voter with a list supplied by the Corresponding Secretary after confirming the membership list with the Members-At-Large, remove the outer envelope and deposit the sealed inner envelope in a ballot box. The sealed ballots shall be counted by the Committee of Nominations, and a full report of election results plus ballots shall be submitted to the Board of Directors via the Recording Secretary by October 15th. This report shall be available to any member upon request.
- c. The Nominating Committee shall notify the current President of the election results and thereafter notify all candidates of the election results through a form letter. The Nominating Committee shall notify the Corresponding Secretary of the election results for publication in the October Newsletter.
- d. Installation of the newly elected Board of Directors shall be in December.
- e. There shall be a joint meeting of the old and new board members in October/November, prior to installation.

Section 5. Term of Office

- a. The regular term of office of all Officers and Directors shall commence on January 1st.
- b. The term of office shall be two (2) years.
- c. The President and Vice President shall not be eligible for re-election to the same office for more than two (2) successive terms.

- d. Any part of a term in excess of twelve (12) months shall be considered a term in deciding eligibility for re-election.

Section 6. Duties and Powers of Board of Directors

In addition to the duties and powers provided in these By-Laws, the Board of Directors shall have the following powers:

- a. Designate the place of deposit of money.
- b. May bond any person handling funds.
- c. Order an audit of the accounts of the organization at any time.
- d. Adopt the annual budget.
- e. *May* Consider and ballot on applications for membership.
- f. Fill any vacancy on the Board of Directors and the Committee of Nominations, except that of President for the unexpired portion of the term thereof. The Vice President shall take over the responsibilities of the President for the unexpired portion of the term.
- g. Transact the general business and affairs of the organization not otherwise provided in these By-Laws.
- h. Set up Advisory Councils if and when deemed necessary.

Section 7. Meetings

- a. Regular meetings of the Board of Directors shall be held as needed, at least once per year.
- b. Notice of all meetings of the Board of Directors shall be not less than seven (7) days before the day of the meeting.
- c. A majority of the Board of Directors, including two (2) Officers, one of whom shall be the President or Vice President, shall constitute a quorum at any meeting of the Board.

ARTICLE VI

DUTIES AND POWERS OF OFFICERS

Section 1.

The duties and powers of the Officers of the organization shall be such as are implied by their respective titles plus such other duties as designated by the Board of Directors, and more specifically as follows:

- a. The President shall:
 1. Preside at all meetings of the organization and of the Board of Directors.
 2. Be ex-officio member of all committees, except of the Committee on Nominations.
 3. Appoint, subject to the approval of the Board of Directors, all committees except the committee of Nominations.
 4. Notify all committee appointments.
 5. Represent the Rehabilitation Nurses Society at the meetings of other professional groups/committees upon approval of membership.
 6. Submit a report at the Annual Meeting.
- b. The Vice President shall assume, in the absence of the President, the duties of the office of the President, and shall have responsibility for the program planning, as well as monitoring continuing education units reporting requirements. She/he shall also perform such duties as assigned her/him by the Board of Directors.
- c. The Recording Secretary shall:
 1. Keep the minutes of all meetings of the Board of Directors. The Recording Secretary shall make the minutes available to any member upon request.
 2. Conduct, at one regular meeting during the year, a brief review of the organization and its By-Laws. Active involvement of membership in the organization will be encouraged.
 3. Send appreciation certificates to speakers.
 4. Maintain list of RNS award recipients.

- d. The Corresponding Secretary shall:
1. Compile, edit, and oversee distribution of Newsletter.
 2. Conduct the general correspondence.
 3. Receive membership applications from the Member-At-Large and keep an accurate file of the names and addresses and places of employment of members. Keep a separate list of home addresses and phone numbers to be made available only to the Board of Directors.
 4. Mail an accurate list of the voting members to the Chairman of the Committee on Nominations at least ninety (90) days before the October meeting.
- e. The Treasurer shall:
1. Accept registration and fees from members for monthly meetings and notify host facility of anticipated attendance prior to meeting.
 2. Deposit all money belonging to the organization in a bank approved by the Board of Directors.
 3. Keep itemized records of receipts and disbursements and books of accounts.
 4. Accept registration and fees from members for monthly meetings and notify host facility of anticipated attendance prior to meeting.
 2. Deposit all money belonging to the organization in a bank approved by the Board of Directors.
 3. Keep itemized records of receipts and disbursements and books of accounts.
 4. Pay by check all bills pre-approved *by the Board of Directors* and all unanticipated expensive with confirmation *by the Board of Directors* via electronic communication or during scheduled Board Meetings.
 - i. The check will then be picked up or mailed to the individual needing reimbursement.
 5. Submit the books, records, and a report at each meeting of the Board of Directors and annually to the general membership.

- f. The Member-At-Large shall:
 - 1. Inform members of renewal and expiration dates of membership and collect all dues.
 - 2. Keep a log of all paid members distinguishing between voting and associate members. Upon request, provide the list of members to the Board of Directors.
 - 3. Send completed membership applications to the Corresponding Secretary and the dues to the Treasurer. Provide Treasurer with updated membership list prior to monthly meetings.
 - 4. Distribute a copy of By-Laws to any member upon request.
- g. All Officers, within two (2) weeks of termination of office, shall deliver to their successors all books, papers, and other property belonging to the organization and orient the succeeding officer to the specific duties required.

ARTICLE VII

COMMITTEES

Section 1. Standing Committees

There may be the following standing committees:

- a. Resources.
- b. Nominations.
- c. Program/Education.
- d. Legislation.

Section 2.

- a. Each committee shall be responsible for the work specified in these By-Laws or assigned to it by the Board and shall conduct its activities subject to the approval of the Board of Directors.
- b. The Chairman of each committee may present a report to any meeting of this organization, when requested by the Board of Directors.

Section 3. The Resources Committee shall:

Collect *from voting members* and disseminate to the members information regarding resources helpful to Case Management.

Section 4. The Committee on Nominations shall:

See Article V, Section 3.

Section 5. The Committee of Programs/Education shall:

- a. Be responsible *under Vice-President* for planning programs for all general meetings throughout the year in accordance with the purposes of this organization.
- b. *Assist Vice-President in applying* for the appropriate continuing education units and maintain current provider number status with BRN and any other designated licensing or certifying body.

Section 6. The Committee of Legislation shall:

Monitor and appraise the membership of any pertinent pending legislation.

ARTICLE VIII

FISCAL YEAR

The fiscal year shall be *January 1 to December 31*.

ARTICLE IX

PARLIAMENTARY AUTHORITY

The rules of Parliamentary Procedure contained in Robert's Rules of Order Newly Revised shall be the authority governing all meetings of this organization and the Board of Directors, subject to these By-Laws which may at any time be adopted.

ARTICLE X

AMENDMENTS

Section 1.

These By-Laws may be amended, in whole or in part, by a 51% vote of the voting members provided that the proposed amendments shall have been approved by the Board of Directors and mailed to each voting member with an official ballot.

Section 2.

These By-Laws may be amended at any meeting without previous notice, by ninety-nine (99) percent of all voting members present and voting provided the proposed amendments shall have been approved by the Board of Directors.

ARTICLE XI

AWARDS

Section 1.

The Rehabilitation Nurses Society may make an annual award to one non-profit *entity* which may benefit the disabled.

Section 2.

Only voting members of the Rehabilitation Nurse Society *may nominate and vote for* a voting member who exemplifies excellence in patient advocacy in the rehabilitation field *for the Thomas Gucker Award*. A *donation* may be sent to a favorite charity.

Section 3.

The Rehabilitation Nurse Society may make an annual award to a physician or psychologist who exemplifies excellence in patient advocacy in the rehabilitation field and who is considered an integral part of the rehabilitation team. A monetary award depending on budget, will be sent to recipient's favorite charity.

Section 4.

Nominations shall be open for *Two (2)* months prior to voting. Requests for nominations will be published monthly for this period and will be accepted for voting members only.

All eligible nominees shall be presented to the membership a minimum of thirty (30) days prior to the award, in order to determine a winner.